

**Columbia
Area
Transportation
Study
Organization**

FY 2016 Unified Planning Work Program

Approved by the CATSO Coordinating Committee
on August 27, 2015

INTRODUCTION	3
SUMMARY	3
WORK ELEMENTS - PRODUCTS & ACTIVITIES	5
ACTIVITY 110 - LAND USE PLANNING	5
ACTIVITY 120 - SHORT-RANGE TRANSPORTATION PLANNING	9
ACTIVITY 130 - LONG-RANGE TRANSPORTATION PLANNING	12
ACTIVITY 140 - TRANSIT PLANNING	15
ACTIVITY 220 - FEDERAL CONSOLIDATED PLANNING GRANT MANAGEMENT	19
ACTIVITY 240 - INFORMATION SYSTEMS	22
PUBLIC PARTICIPATION	26
FY 2016 BUDGET SUMMARY	27
APPENDICES	28
APPENDIX A	29
APPENDIX B	30
APPENDIX C	32
APPENDIX D	33
APPENDIX E	34

Introduction

The purpose of the Unified Planning Work Program (UPWP) is to outline grant-related Columbia metropolitan planning area programs and goals for the upcoming fiscal year. Federal metropolitan planning funding is received through a Federal Transportation Grant from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), known as a Consolidated Planning Grant (CPG). The UPWP provides the basis for requesting CPG assistance. The CPG is a combination of FHWA/FTA (OneDOT) funding consolidated into one grant category. The City of Columbia's Department of Community Development Planning Division, acting on behalf of the City, serves as the recipient agency for the Columbia Area Transportation Study Organization (CATSO) and conducts planning activities on their behalf. CATSO is an organization designated by the Governor as the certified "Metropolitan Planning Organization" (MPO) for the Columbia Area. The membership of this organization includes all of the public agencies participating in transportation programs for the Columbia area. Specifically, this includes MoDOT, Boone County, and the City of Columbia. The implementation of this FY2016 document is a cooperative process of the CATSO, MoDOT, OneDOT, COMO Connect (formally Columbia Transit) representatives and members of the CATSO Technical Committee and Coordinating Committee. Eligible planning activities, as described in this work program, are funded by CPG funds on an 80/20 federal/local split.

Planning Priorities Summary

The CATSO 2040 Long Range Transportation Plan was adopted in FY2014. In FY2016, CATSO/City of Columbia staff will continue the work of implementation and monitoring of the 2040 LRTP, with work to continue on the modeling update component of the plan. It is anticipated the CATSO 2040 Long Range Transportation Plan will be amended to include the model update in late 2015 or early 2016. Emphasis will continue to be placed on more extensive development of the CATSO 2040 Long Range Transportation Plan's performance measurement component. Work will also maintain the focus on implementation of the transportation and related land-use components of *Columbia Imagined*, a new comprehensive land use plan for the Metropolitan Planning Area, which was also adopted in FY2014.

As has been the case in recent years due to federal and regional priorities, a heavier emphasis on the walking and bicycling modes of transportation will be maintained in this fiscal year. Additionally, local priorities also include emphasis on the development of enhanced public transit services, and federal priorities include emphasis on performance measurement, regional planning, and ladders of opportunity.

Included in the FY2016 work products will be implementation and performance measures associated with the 2013 Master Sidewalk Plan update, 2040 Pedestrian & Bicycle Network Plan (adopted as a component of the CATSO 2040 LRTP update), and the 2013 update of the Public Transit-Human Services Coordination Plan. Staff also anticipates assisting in the identification and applications of grants and other funding sources available for non-motorized facilities. The federal earmark provided to GetAbout Columbia (Non-Motorized Transportation Pilot Program) has enabled a number of new bicycle and pedestrian facilities to be planned and implemented. Staff will provide assistance to the GetAbout Columbia program as necessary as the second round of funding continues to be prioritized/programmed and new projects are planned and implemented. Funding for non-motorized transportation improvements is anticipated to be a long-term challenge in light of need and priorities when GetAbout funds are no longer available.

A new multi-transfer node transit system, COMO Connect, was launched in August, 2014. COMO Connect came about from the restructuring of parking utility funds and offers additional local funding for greater leverage of FTA funds. CATSO staff will continue to provide support to COMO Connect planning activities in FY2016.

The total federal Consolidated Planning Grant (CPG) funding and match shown for work activities in the FY 2016 budget summary sheet is \$434,041. The FY 2016 CPG allocation has not yet been announced. It is general policy to reserve a balance for future year needs, particularly for special projects that may require a large dedication of CPG funds.

The following narrative outlines each program area and provides information on work activities planned for the FY2016 planning work program year period of October 1, 2015 to September 30, 2016. All tasks are to be completed by CATSO staff unless otherwise identified.

Work Elements – Products & Activities

Activity 110 Land Use Planning

Purpose:

The integration of land use and transportation planning is necessary to promote orderly growth and development in the Columbia Metropolitan Planning Area. This category includes the preparation of land use studies for small areas where specialized problems or circumstances exist. Comprehensive planning for land use and related transportation planning needs also fall under this category. As such, studies and activities directed at the implementation of the recently adopted Comprehensive Land Use Plan (*Columbia Imagined*) also fall into this area of the work program.

Objectives/ Activities:

- 1) The metro-wide comprehensive, long-range land use plan, *Columbia Imagined*, was adopted in early FY2014. A work program was developed to implement the land use and transportation elements of the plan. Staff will continue undertaking elements of the work plan, specifically land-use related code revisions, special area/neighborhood plans, and data analysis and mapping needs, during FY2016 and beyond.
- 2) Staff will review potential updates to the Future Land Use Map (FLUM) and Urban Services Area (USA) developed in *Columbia Imagined*; updates or amendments will be considered as needed to address development trends and infrastructure capacity, specifically sewer and transportation infrastructure. An ongoing staff activity has been to examine current land uses and potential land use impacts in corridors affected by the extension of sewer mains and roadways in the Major Roadway Plan (MRP).
- 3) One of the main work products called for in *Columbia Imagined* is the development of a revised, unified development code to replace the City of Columbia's subdivision and zoning codes. As the City of Columbia municipal boundary encompasses a large proportion of the Metropolitan Planning Area (MPA), staff will continue its review and provide comments relevant to land use and transportation planning for the MPA throughout the development codes update (anticipated as an ongoing activity through FY2016).
- 4) Staff will continue land use updates for 2030 model TAZ geography for use in the 2040 model update supplement to the 2040 Long-range

Transportation Plan; the model supplement is anticipated to be completed in late 2015 or early 2016.

Work Completed in FY 2015:

- Staff reviewed the second and third modules, in addition to the first combined draft, of the Development Codes Update (the City of Columbia's comprehensive update and integration of Chapters 29 [Zoning] and 25 [Subdivision] of its development Code) and provided input, particularly to issues related to the relationship between transportation and land use. Module 2 of the new Code addressed form and development standards, including form-based zoning recommendations for the downtown area. Module 3 addressed regulatory procedures and enforcement. Module 1, which addressed definitions and zoning, was reviewed by CATSO staff in FY2014.
- *Columbia Imagined*: Staff continues work on the land use and transportation elements of the *Columbia Imagined* Comprehensive Plan. Staff has also provided input on transportation elements and land use in the first neighborhood plan presently under development for the west-central portion of the Metro Area. Neighborhood planning is one of the key work objectives of the Comprehensive Plan work program.
- Staff also served on a coordinating committee for the grant application and subsequent administration/execution of a parking audit/transportation management project utilizing technical assistance from the Smart Growth America non-for-profit.
- Updated MPA land use GIS database for CATSO MPA transportation planning applications. This database provides valuable information for MRP amendments, modeling, and non-motorized project selection. Updates included new roadways and realignments, quality control revisions, and new attribute data as appropriate.
- Land use updates for CATSO MPA 2030 model TAZ geography for use in the 2040 update to the 2030 Long-range Transportation Plan.
- An interactive "Community Dashboard" map was developed to show present and historical land use/development information alongside utility (sewer/electric/stormwater) and transportation improvements. This map was developed to allow for better public understanding and notice of existing and anticipated development in light of land use and development capacity.
- Improved the spatial accuracy of the Boone County Assessor's appraisal data for commercial and residential structures in the MPA and transferred appraisal data including land use and building sq. footage data to the UrbanSim master data table.
- MPA structures database was completed with data updated using 2014 appraisal data from Boone County.

Columbia Imagined includes analysis of the MPA's existing conditions and summarizes the public input regarding land use and policy preferences in light of constraints and opportunities. Maps and data analysis include infrastructure availability and capacity, and developable land capacities. Approximately 80 percent of the plan is composed of land use and transportation elements.

Products for FY 2016:

- Updated MPA land use GIS database. Anticipated completion date-ongoing. Responsibility- CATSO/City of Columbia Staff.
- Using the prioritized implementation table and FLUM adopted as a part of *Columbia Imagined*, continue to develop and carry out a work program for implementing the land use and transportation components of the plan. One of the primary work elements staff will develop and refine in FY2016 is an infrastructure "score card" to analyze and evaluate the suitability of development based upon the availability, capacity, and planned extension or provision of infrastructure to a site or area. This "score card" will heavily utilize the GIS and modeling components of the CATSO model. Anticipated completion date- Ongoing. Responsibility- CATSO/City of Columbia Staff assistance.
- Continue to analyze growth and make growth projections for use in transportation decision-making by collecting development data and analyzing various US Census products and other relevant data sources. This data will be used in travel demand model runs, plan updates and planning assumptions. A variety of infrastructure and growth scenarios will be examined and evaluated. Anticipated completion date-ongoing. Responsibility- CATSO/City of Columbia Staff.

The updates of the GIS databases and map services utilize databases provided by the Boone County Assessor's Office and the GIS Consortium. All developed tracts within the MPA are coded by existing land use and vacant tracts by their land use plan designation. Other attribute data, such as developable acreage and TAZ number, is also included.

Staffing, Funding Sources:

Staffing of the various work activities will come primarily from the City of Columbia Department of Community Development, in which CATSO staff is housed. At times, other City departments and the Missouri Department of Transportation (MoDOT) may provide necessary assistance. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:

Total Costs \$66,952– Federal \$53,562, Local \$13,390.

Activity 120

Short-Range Transportation Planning

Purpose:

This program area encompasses a range of activities including the identification, analysis, and solution of transportation problems that either are immediate concerns or will be in the near future. Attention is given to all modes of transportation. Program activities in this category are also devoted to the coordination of transportation programs between the various jurisdictions involved with transportation activities in the MPA. Most of this coordination is accomplished through the Columbia Area Transportation Study Organization.

Objectives/Activities:

- 1) Prepare specific studies in relation to transportation issues, as requested, e.g. review of a Major Roadway Plan planned extension in relation to a development request. There is no definite number of studies expected; it is possible that none may be required. This item is included to indicate that any such analyses would be done on an as-needed basis.
- 2) Promote non-motorized transportation, as funded by the Transportation Alternatives (formally Transportation Enhancement) program for example, through staff support (data analysis, map creation/GIS analysis, grant application preparation and management, etc.) and assistance with the prioritization of funding for non-motorized infrastructure (sidewalk construction/repair, ADA compliance, trails, pedways, bike lanes, etc.) within the MPA.
- 3) Continue to provide COMO Connect (formally Columbia Transit) with general staff support related to the Transportation Improvement Program, grant applications, Triennial Review, and any other relevant planning issues.
- 4) Coordinate transportation improvements within the MPA between Boone County, the City of Columbia, and MoDOT to prevent possible conflicts and service duplication.
- 5) Prepare and present to the Coordinating Committee for their approval the 4-year FY 2017-2020 CATSO Transportation Improvement Program (TIP).

- 6) Maintain traffic count information for the MPA, including a traffic count map for distribution to other agencies and the public.
- 7) Continue the work on the Health Impact Assessment (HIA) begun in FY2015. This project will focus on the health and transportation impacts of the Hominy Branch Trail Phase I implementation and will gather existing data prior to the development of Phase II (Phase II will be built in late FY2016).
- 8) Participate in the MoDOT Planning Partner Framework and related processes to identify statewide and regional investment priorities.
- 9) Processing of TIP amendments when required as requested by CATSO member jurisdictions.
- 10) Develop the FY 2015 Annual Listing of Obligated Projects.

Work Completed in FY 2015:

- Preparation/approval of amendments to the FY2015-2018 TIP in February 2015 (2 amendments), and May 2015 (1 amendment).
- Preparation of two Transportation Alternative Program (TAP) grant applications for a sidewalk and a trail connection in the first quarter of FY2015 (these applications were not awarded).
- Staff completed initial project scoping and data analysis for the Hominy Trail Phase I and II Health Impact Assessment (HIA), which will be a tool to evaluate the health and transportation impacts of non-motorized transportation facilities.
- The Public Participation Plan (PPP) was updated in December of 2014 to clearly state that the PPP is the official public participation plan document of COMO Connect, the public transit system for the Columbia metropolitan planning area. The new revision also notes that the COMO Connect utilizes the CATSO TIP document to satisfy FTA public involvement requirements for their Program of Projects.
- Assistance to the City of Columbia GetAbout (Non-Motorized) program staff.
- Developed the Annual List of Obligated Projects for FY2014.
- Updated traffic count maps to include 2013 traffic counts.
- Staff served on the steering committee for the 2015 update to the Boone County Hazard Mitigation Plan update adopted in the fourth quarter of FY2015.

Products for FY 2016:

- An updated FY 2017-2020 Transportation Improvement Program (TIP). Anticipated completion date – August 2016. Responsibility– CATSO/City of Columbia Staff.
- Coordinating Committee approved amendments/modifications to the FY 2016-2019 TIP. Anticipated completion date – as needed. Responsibility– CATSO/City of Columbia Staff.
- A map of the FY 2016-2019 TIP projects will also be developed. Anticipated completion date – First Quarter 2016. Responsibility – CATSO/City of Columbia Staff.
- Development of the Annual Listing of Obligated Projects for FY2015. Anticipated completion date – First Quarter 2016. Responsibility – CATSO/City of Columbia Staff.
- Updated traffic count map for the MPA when new traffic counts are released (MoDOT is now providing GIS database updates in lieu of paper copies of maps). Use of updated databases will allow for greater analysis of short-term transportation issues in light of other geographically based factors. Additionally, staff will provide data access to other users, including the public, in a variety of formats including online, paper maps printed by CATSO, and geodatabases which may be overlaid over other geographically-based data. Anticipated completion date – Second Quarter 2016. Responsibility – CATSO/City of Columbia Staff.
- Continue to develop a Health Impact Assessment (HIA) for non-motorized improvements to quantify, from a health perspective, the impact of improvements on the relationship between place, transportation, and health. Anticipated completion date – Fourth Quarter 2016. Responsibility – CATSO/City of Columbia Staff working with the Boone County Health Department.

Staffing, Funding Sources and Agencies:

The work in this activity category will be done by the CATSO staff in the Department of Community Development, with assistance from City of Columbia Public Works and GetAbout Columbia staff. Some staff assistance will be requested from MoDOT. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:

Total Costs \$86,369– Federal \$69,095, Local \$17,274.

Activity 130

Long-Range Transportation Planning

Purpose:

This activity is directed toward maintaining the Columbia Area Major Roadway Plan (MRP) and other elements of the CATSO 2040 Long Range Transportation Plan (LRTP) and conducting an effective program for long-range transportation planning. The CATSO 2040 LRTP update was adopted by the CATSO Coordinating Committee on February 27, 2014. Modeling of the adopted 2040 MRP will continue in FY 2016 using 2040 land use and employment forecasts and evaluating for adequacy of capacity and level of service (LOS). Additional work products to implement the plan are also anticipated.

Objectives/Activities:

- 1) Provide staff support to the Columbia Area Transportation Study Organization (CATSO) Coordinating and Technical Committees, including agenda preparation, public notices, meeting minutes, and staff reports for agenda items. More specifically, this includes the provision of staff reports on proposed road, sidewalk/pedway and bicycle route reconstruction and new construction projects, and other transportation related issues.
- 2) The staff will integrate and update the travel demand model data inputs to reflect changes in population, land use, employment, utilities, roadways and related infrastructure issues; and changes in the adopted comprehensive plan to ensure consistency and to support the accuracy of data used for implementing the CATSO 2040 LRTP.
- 3) Continue the implementation of the CATSO 2040 LRTP with an emphasis on public input in the planning process, performance measurement, and multi-modal transportation planning solutions.
- 4) Prepare Amendments to the CATSO 2040 LRTP, Major Roadway Plan, and the CATSO Pedestrian and Bicycle Network Plan as necessary and take amendments to CATSO Coordinating Committee for public hearing as directed. This will include the production of maps, staff reports, PowerPoint presentations, and related work to publicize the public hearings/meetings.

- 5) Coordinate with MoDOT Central Office on CATSO staff efforts to incorporate applicable national performance measures in transportation plans as outlined in the MAP-21 legislation.
- 6) Integrate and update the travel demand model data inputs to reflect changes in population, land use, employment, utilities, roadways and related infrastructure issues; and changes in the adopted comprehensive plan to ensure consistency and to support the accuracy of data used for implementing the CATSO 2040 LRTP.

Work Completed in FY 2015:

- Staffing and preparation of reports and related materials for CATSO Technical and Coordinating Committee meetings.
- GIS-related work, such as Natural Resources Inventory (NRI), Census data, updated Bicycle and Pedestrian Network Plan, updated Major Roadway Plan line work (see next two bullets below), and TAZ updates, was completed for the LRTP in FY 2015.
- Work was completed related to the maintenance and updating of the CATSO Major Roadway Plan GIS feature class. Staff updated the database to ensure that the data field that identifies the roadway type was accurate, as well as establishing a separate feature class that identifies the proposed roadways from the existing roadways. A map that showed the updated proposed capacity roadways was also completed.
- Staff updated the MRP in May, 2015 to reflect an administrative modification notation regarding a Scenic Roadway Classification used by the City of Columbia.
- Work continued with utilization of the UrbanSIM land use allocation model in the development of automated allocations for development scenarios for the 2040 update of the LRTP transportation traffic model.
- Work on the implementation of the 2040 LRTP continued, including the evaluation of a Scenic Roadway Designation for the MRP, the development of a prioritization matrix for competitive non-motorized project rankings, and work to develop a system of performance measurements for LRTP goals and priorities.
- An administrative revision to the 2040 LRTP to incorporate the expanded MPA for CATSO planning activities was approved in February 2015. The boundary adjustment was approved by the Coordinating Committee in May of 2014 to address changes in population density for the planning area.

Products for FY 2016:

- The largest long-range planning activity in FY16 will continue to be the implementation of the CATSO 2040 LRTP's recommendations. This includes greater development of the use of VMT as a performance measure (and ultimately the development of strategies to reduce VMT), the development of baseline data related to performance measures for the plan's goals and objectives, and the use of Level of Service (LOS) measures for non-motorized facilities..
- A second emphasis for FY2016 related to the CATSO 2040 LRTP will be on additional geographically-based analysis work. The 2040 MRP network will be modeled using the MPO travel demand model using updated land use and population forecast out to the horizon year of 2040.
- Updates to CATSO Major Roadway Plan (MRP) if warranted by the travel demand analysis of the MRP network using 2040 data population/employment data. CATSO staff will bring more amendments forward at the direction of the Coordinating Committee. Responsibility–CATSO/City of Columbia Staff.

The CATSO MRP is the major instrument for controlling and accommodating both motorized and non-motorized traffic in the Columbia MPA. A specific concern is the development of an adequate collector and arterial street network in outlying areas that can be served by centralized sewer.

Staffing, Funding Sources and Agencies:

Primary staffing responsibilities will be with CATSO/City of Columbia staff, although some MoDOT assistance will be required. Funding will come from the City of Columbia and the CPG.

Funding Breakdown:

Total Costs \$93,527– Federal \$74,822, Local \$18,705.

Activity 140 Transit Planning

Purpose:

Work in this program area is primarily devoted to the review and implementation of transit operational strategies for the COMO Connect bus system. Fiscal and status reporting of grant projects are also included.

Sub-Activity 44.2682 -- System Management and Operation.

COMO Connect continues to work with the City Council and their Public Transportation Advisory Commission (Commission) to assess the need for additional service and the potential expenses involved with system coverage of the community and/or service hour expansion(s). Transit staff works to keep the Commission, the Council and the Manager's office informed of transit system operations. The described activities are continuous and ongoing.

Sub-Activity 44.2684 -- Financial Planning.

The planning, data collection, analysis, and preparation of the annual financial and budget reports will be completed in this category. COMO Connect staff prepares a detailed monthly data analysis and summary for both internal and external review. At the request of the Council or Commission, staff will prepare the financial planning of several potential expansion scenarios and report back on an ongoing basis. Each of these individual assessments could be incorporated into the Master Plan.

Given current fiscal constraints, staff continues to assess and report to Council revenues and ridership. This financial planning is ongoing.

Activity 44.27.00 -- Other Activities.

Paratransit: The planning, development, and improvement of transportation services to persons with disabilities is ongoing. Paratransit services, complementing the fixed routes, have been provided since the early 1990s. This system is heavily utilized and has grown at unprecedented rates over the last three years. Significant planning effort is expended to maximize service with limited personnel and equipment. As the City continues annexations, the Service Area grows. COMO Connect replaced its demand response scheduling suite along with deploying a fleet-wide automatic vehicle locating (AVL) system. Implementing hardware and software systems will require continued diligence to ensure that the public views accurate data and demand response schedules continue to flow smoothly. Staff also plans for the provision of transportation for individuals under the Non-Emergency Medical Transportation (NEMT) and Medicaid Waiver programs. NEMT service has continued to grow steadily since implementation

but requires constant planning as it continues to tax equipment and staff. Staff will map continued growth in the NEMT and Medicaid Waiver programs.

DBE: The City of Columbia has an individual disadvantaged business enterprise (DBE) program. The City will continue to maintain ties and utilize the State of Missouri's Unified Certification Program. Work continues to assess where additional participation opportunities exist.

Safety/Drug Control Planning: Staff will continue the drug awareness program for transit system employees, along with the implemented drug testing and reporting program. COMO Connect experiences a very high driver turnover rate. Continued reporting, training, and analysis will be completed. Safety and Security programming will continue to be a major emphasis in FY2016. Improved waiting shelters with better lighting options are planned, but await grant funding. Local match has been allocated.

Implementation of ADA: Staff will continue tasks necessary to ensure transit services remain compliant with the Americans with Disabilities Act (ADA), and will continue working with the City's ADA Advisory Committee. COMO Connect will work to ensure accessibility of all passenger waiting sites, and will seek funding to install additional accessible amenities. Staff will assess sites, research property ownership and acquire right-of-use agreements, as necessary.

Public Transportation and Human Services Transportation Coordination Planning: Staff will continue to work to implement the recommendations of the recently adopted 2013 update to the CATSO Coordinated Public Transit Human Services Transportation Plan.

Transit Planning and Review: Review of transit operations plus fiscal and operational reporting will occur. This is to collect information pertinent to making transit system decisions.

Objectives/Activities:

- 1) Maintain records of transit system operations quarterly.
- 2) Develop and use improved criteria to measure service efficiency continuously.
- 3) Continuously utilize management techniques that are responsive to changing conditions and needs.
- 4) Continuously monitor system operations so that problems can be identified and alleviated in an expedient manner.
- 5) Continuous planning to evaluate and implement Paratransit service delivery to the growing disabled population within the ADA service area for COMO Connect.

- 6) Continue to seek and solicit a high level of citizen input into the development and maintenance of transit operations on a continuous basis.
- 7) Continue the process of working/monitoring a consultant in the development of a new comprehensive transit Master Plan.

Work Completed in FY 2015:

- Preparation of capital and operating grant applications for service improvements.
- Completed the bidding/vetting/hiring process for a consultant to prepare a new comprehensive transit Master Plan.
- Public Participation Process - With input and help from the Commission, nine months of Public meetings and hearings were conducted.
- Data Collection - Via a grant from the FTA, COMO Connect is installed Automatic Vehicle Locator (AVL) units and Automatic Passenger Counters (APC) to the fleet. These devices allow for GPS based collection of rider boardings and departures. This data will aid in planning decisions for the entire system going forward.
- Customer Communication - In conjunction with the AVL project, Automatic Vehicle Annunciators (AVA) were added to each Fixed Route vehicle to provide ADA mandated location "call-outs." Additionally, web and mobile apps are available to the public, providing real time vehicle location information and estimated time of arrival (ETA) information.
- Fixed Route Redesign - Remove the current orbital pulse system, with one common transfer point, and replace with a networked system with over 30 transfer points throughout the City. This will allow significant expansion of the service area and prepare for future expansion should an increase in funding be made available.

Products for FY 2016:

- Enroute Amenities - With the Fixed Route Redesign, all enroute amenity (shelters, benches, signs, etc.) locations are being reevaluated. An updated and comprehensive Bench and Shelter Master Plan will be established via this process. Matching funds have been set aside for the implementation of additional amenities, when the grant funding becomes available. Staff has worked with local University Students to design sustainable bus shelters. Additional funding has been allocated and numerous additional shelters will be implemented in FY 2016.
- Production of a comprehensive Master Transit Plan to be completed.
- Analysis and reporting on COMO Connect as required by the City Council and PTAC.
- Initial review/analysis of focused marketing plan/effort for COMO Connect.

Staff continues to work with the Health Department to market the promotion of walking, biking, and public transportation to promote a healthy lifestyle. COMO Connect has provided data and guidance in the development of two Health Impact Assessments (HIA) conducted by the Health Department.

Staffing, Funding Sources and Agencies:

Staff support will come primarily from the City of Columbia Public Works Department, although some assistance will be needed from CATSO staff, along with City of Columbia Community Development, Finance, Human Resources, Health, and Legal Departments. Capital and operating funding is sought by COMO Connect from the Federal Transit Administration for FY 2016. \$42,282 of the federal share costs for transit is anticipated to go towards a consultant fee for a comprehensive transit master plan; the remainder will go towards staff salaries to carry out the tasks described herein.

Funding Breakdown:

Total Costs \$84,103– Federal \$67,282, Local \$16,821.

Activity 220
Federal Consolidated Planning Grant Management

Purpose:

This work activity is CATSO's administration/management of Consolidated Planning Grant (CPG) funds provided under 23 U.S.C. 104(f) to CATSO for metropolitan transportation planning.

Objectives/Activities:

- 1) Maintain proper records and prepare quarterly progress reports and grant billings, DBE semi-annual reports, and FY 2015 completion report.
- 2) Actively administer grant activities by reviewing time sheets and financial reports and monitor that project completion proceeds in accordance with the work program.
- 4) Cooperate with representatives of MoDOT and OneDOT (Federal Transit Administration and Federal Highway Administration) to ensure good working relations during grant administration.
- 5) Develop the work program and budget for the FY 2017 Unified Planning Work Program (UPWP).
- 6) Implement and make any needed revisions to the Title VI Policy Plan, including research and preparation of the necessary data and annual reporting. Do related work to ensure compliance with ADA requirements.
- 7) Review and monitor CATSO documents for compliance with federal regulations and maintain a work program to ensure planning documents are update as needed/required.
- 8) Refinement and expansion of the CATSO website to implement further improvements and convenience for public review and input. Ensure that the CATSO website and all electronic communications are accessible and meet the requirements of Section 504 of the Rehabilitation Act of 1973.

Work Completed in FY 2015:

- FY 2016 UPWP approved by Coordinating Committee
- Quarterly reports for FY 2015 were prepared and submitted to MoDOT.
- DBE semi-annual reports in October 2014 and April 2015 were prepared.
- The FY2014 Completion Report was prepared.
- Annual report describing Title VI activities was developed in July 2015.
- Refinement and expansion of the CATSO website home and specialty pages.
- Participated in MPO MAP-21 Performance Measurement, Interpretation, Compliance, Best Practices and Implementation monthly meetings hosted by MoDOT for MPOs and RPCs in Missouri and nearby states and provided input on safety and other data needs.

Products for FY 2016:

- Participate in the OneDOT Process Review of the transportation planning process for the Columbia metropolitan planning area. The review is anticipated to be held in the first quarter of FY2016. If the review results in recommendations or findings of corrective actions, staff will work to address them in a timely fashion.
- FY2017 UPWP to be approved by the CATSO Coordinating Committee. Anticipated completion date–August 2016. Responsibility– CATSO/City of Columbia Staff.
- Quarterly Reports. Anticipated completion date(s)–January 2016, April 2016, July 2016, and October, 2016. Responsibility– CATSO/City of Columbia Staff.
- DBE semi-annual reports. Anticipated completion date(s)–October, 2015 and April, 2016. Responsibility– CATSO/City of Columbia Staff.
- FY 2015 Completion Report. Anticipated completion date– November 2015. Responsibility– CATSO/City of Columbia Staff.
- Continuous development and implementation of the Title VI Plan including an annual report in July 2016. Anticipated completion date–Ongoing. Responsibility–CATSO/City of Columbia Staff.
- Continued participating in the MPO MAP-21 Performance Measurement, Interpretation, Compliance, Best Practices and Implementation monthly meetings hosted by MoDOT for MPOs and RPCs in Missouri and nearby states.

Also to be expected would be Civil Rights compliance certification, the administration of Title VI activities, and active surveillance of grant activities. Review of CATSO planning documents for compliance with federal requirements and assessment for other amendment of updating needs is included in this section. Implementation and performance measurement evaluation of planning documents may also occur. The staff will also assist FTA representatives in their evaluation of local MPO performance

toward DBE objectives. Participation in any audits or program review may also be a work product.

Staffing, Funding Sources, and Agencies:

Staffing will be with the CATSO staff, with assistance from City of Columbia Community Development, Public Works, and Finance departments. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:

Total Costs \$34,104– Federal \$27,283, Local \$6,821

Activity 240 Information Systems

Purpose:

Work in this activity area is devoted to the production, collection, storage, management, analysis, and communication of information for departmental and public use. This information is utilized as a support mechanism for many of the tasks performed by the Department. Data prepared is provided to the public and other agencies upon request. Also included is the production of maps and other graphics, and general spatial and analytical data support activities for projects included in other UPWP work activities. Planning and assistance related to Census Bureau materials also occur in this program area.

Objective/Activities:

- 1) Maintain up-to-date information for population, employment, socioeconomic demographics, housing, transportation, and other related data, including a current GIS street map and related databases, and develop related analysis and projection techniques.
- 2) Produce maps other graphics, and spatial analysis for associated work products.
- 3) Utilize new applications allowing for more efficient storage, retrieval and analysis of this information, including new computer software, hardware, methods of interacting with and communicating data, and activities.
- 4) Continue the use of the Natural Resource Inventory digital database for more detailed landscape analysis for potential MPA transportation corridors, sidewalk system analysis, trail and pedway connector routes, and other transportation applications.
- 5) Maintain and develop new graphics and database capabilities to support the activities outlined above.
- 6) Staff may attend professional training sessions on transportation planning subjects relevant to the CATSO area and operations. Professional development conferences offered by the American Planning Association (APA), Association of Pedestrian & Bicycle Professionals (APBP), other

pedestrian & bicycle related seminars and conferences, and GIS software training courses are possibilities for this category. Costs for such activities will be taken from funds available in the non-salary and benefits portion of the UPWP budget.

- 7) Integrate, organize, and improve data developed and maintained in disparate systems to improve the amount, consistency, and reliability of data available for land use analysis and analyzing transit, multi-modal, and commuter traffic and transportation networks.

Work Completed in FY 2015:

- Updated maps and related databases of the CATSO Major Roadway Plan.
- Developed workflows to record and map traffic count information from multiple agencies.
- Processed and made available 2013 American Community Survey 5-year, 3-year, and 1-year data for applicable county, MPA, city, tract, block group, and block.
- Updated block-level population and housing unit data using building plan information and bedroom counts for new multi-family housing in the Central Business District. This data makes available the increase of 642 housing units and 1,759 single bedrooms since the 2010 Census available spatially.
- Created new maps (e.g. updated Major Roadway Plan and CATSO Metro Area Boundary) and other necessary graphic additions for UPWP work products and activities.
- Created sidewalk maps for the MPA for use in various plans and studies (e.g. Sidewalk Master Plan and specialized area plans). Developed a gap-analysis model and mapped gaps within the sidewalk network using different metrics (such as ½ mile from a school or bus stop).
- Develop web maps to communicate transportation planning related information to the public for current planning issues, special events, capital infrastructure projects, building permits, demolition permits, and land disturbance permits. These maps use time-enabled data and are hosted for public access through the Community Dashboard web map on the City's website. Updates and continued development of the MPA Land Use GIS database and developed additional land use data for the 2040 travel demand modeling and employment forecasting allocation models. Specific 2015 projects include updates to the impervious surfaces layer.
- Updated the City View database product by automating processes looking for new parcels, creating records for them, populating the records, and appending them to the master database. City View is an interactive web map available on the City's website that provides public access to MPO data products.

- Scoped, planned, and started implementing a structures data model to integrate data from multiple City and County sources. Data attributed in FY2015 include high and low ground elevation, building highest point, gutter height, height of gutter above ground, and estimated building height based on Boone County's existing 2009 LiDAR data.

Products for FY 2016:

- New maps, updates, and other necessary graphic additions for UPWP work products and activities. Anticipated completion date(s)-Ongoing. Responsibility- CATSO/City of Columbia Staff.
- Creation of maps showing sidewalks in MPA for various applications (and specialized area plans).
- Continue populating street condition and traffic attributes to surface transportation centerlines and intersection points including year of construction, surface, traffic counts, maintenance, improvements, school zones, and snow routes. Work continues in FY2016 on local streets and the attribution of intersections to support network analysis for traffic, commuting, and transit. Anticipated completion date - Ongoing. Responsibility- CATSO/City of Columbia Staff.
- Continue to monitor US Census Bureau product releases including 2014 American Community Survey and economic census for applicable county, MPA, city, tract, block group, and block levels. Process and make available for use in graphics and map products, planning, network analysis, and spatial analysis. Responsibility- CATSO/City of Columbia Staff.
- Continue implementing the structures data model integrating data from multiple City and County sources. Data planned for attribution in FY2016 include structure characteristics, service relationships, service usage, and occupancy. Responsibility- CATSO/City of Columbia Staff.
- Develop and start implementing a framework for collecting land use and infrastructure data in spatial forms from subdivisions plats and development plans to complement and enhance the existing MPA Land Use database. Anticipated completion date - ongoing. Responsibility- CATSO/City of Columbia Staff.
- Integrate stop-based transit ridership data from passenger counters into time-enabled spatial databases. This makes data available for transit and multi-modal transportation modeling uses. Responsibility- CATSO/City of Columbia Staff.
- Develop a pilot project to scan, georeference, and make available historical imagery from between 1950 and 1986 that is not currently available in electronic format. This is a multi-year project that will be completed in steps as staff time is available. Anticipated completion date - ongoing. Responsibility- CATSO/City of Columbia Staff.

The staff will continue working on potential applications for the metropolitan geographic information system (GIS) in conjunction with other agencies. Staff will consider additional GIS software training, and attend such training sessions as needed.

Staffing, Funding Sources and Agencies:

Staffing of the various work activities will come primarily from the City of Columbia Department of Community Development, in which CATSO staff is housed, and the City GIS Office, which provides data development, maintenance, analysis, and support for CATSO and other interested parties. At times, other departments and the Missouri Department of Transportation (MoDOT) may provide necessary assistance. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Planned capital expenditures of PL funds for FY-2016 include the maintenance costs for existing software; e.g. the travel demand modeling software.

Funding Breakdown:

Total Costs \$68,986 – Federal \$55,189, Local \$13,797.

Included in the federal total is \$11,860 of non-salary and benefit expenditures such as computer software and related services, e.g. training and licenses, transcription services, and travel and meeting expenses.

CATSO Staff includes two and one-half (2 ½) full-time positions and 1.65 full-time equivalents in other positions. See Appendix C for staff details.

Public Participation

The FY2016 UPWP was formally considered for adoption, and approved, at the August 27, 2015 CATSO Coordinating Committee meeting. A display advertisement notifying the public of this meeting was placed in the local newspaper. In addition, the Public Hearing Draft of the FY2016 UPWP, meeting agenda and public notice was placed on the CATSO section of the City's website. The ad gave emphasis to the public hearing aspect of the meeting, including the consideration of the draft FY2016 UPWP.

Public notification on the availability of the public hearing draft of the FY2016 UPWP was also made through a posting on the Community Development Department's listserv. The draft document was also e-mailed to all members of the CATSO Technical and Coordinating Committees.

The public input process for the Unified Planning Work Program annual update is described by the CATSO Public Participation Plan (PPP). The PPP, adopted by the CATSO Coordinating Committee on December 4, 2014, may be found at the following link at the City of Columbia website:

http://www.gocolumbiamo.com/community_development/planning/boards_and_commissions/catso/PPPlan.php

Appendix E of this document also contains the description of the public input process for the UPWP as prescribed in the PPP.

Budget Summary**FY 2016 Unified Planning Work Program - Columbia, MO MPO (CATSO)****Approved by the CATSO Coordinating Committee on August 27, 2015****Consolidated Planning Grant (CPG) Funds**

Activity	Federal	Local	Federal CPG Funds *	Local Match	Total
110 LAND USE PLANNING	80%	20%	\$53,562	\$13,390	\$66,952
120 SHORT RANGE TRANSPORTATION PL	80%	20%	\$69,095	\$17,274	\$86,369
130 LONG RANGE TRANSPORTATION PL	80%	20%	\$74,822	\$18,705	\$93,527
140 TRANSIT PLANNING	80%	20%	\$67,282	\$16,821	\$84,103
220 CPG GRANT MANAGEMENT	80%	20%	\$27,283	\$6,821	\$34,104
240 INFORMATION SYSTEMS	80%	20%	\$55,189	\$13,797	\$68,986
TOTALS	80%	20%	\$347,233	\$86,808	\$434,041

* Of the federal CPG funds listed, non-salary expenditures anticipated in Activity # 240 & #140 are as follows:

- 1) #240: \$11,860 is programmed for software/related services, transcription services, & travel/mtg. expenses,
- 2) #140: \$42,282 is programmed to hire a consultant for a transit master plan

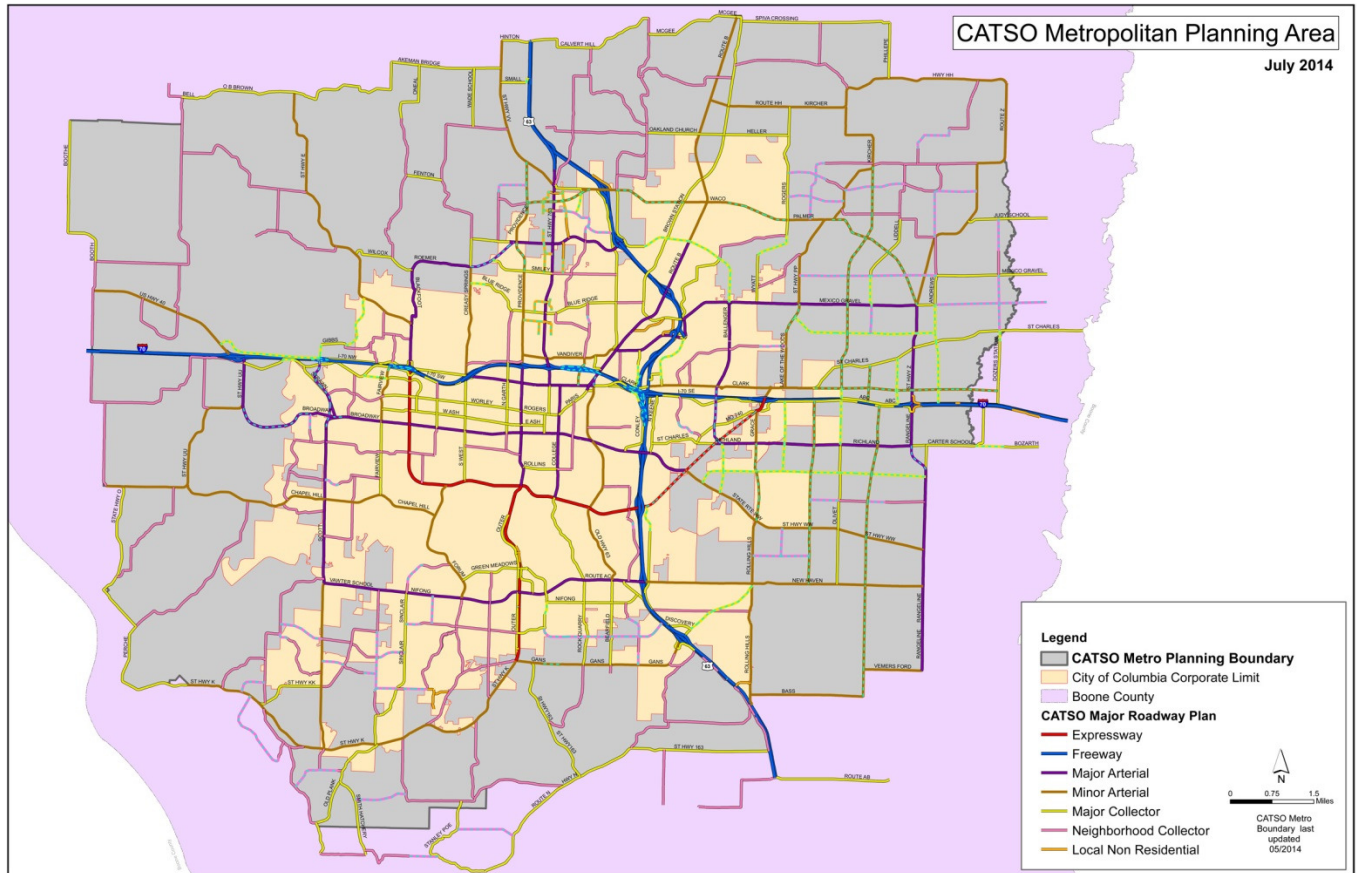
Notes

1. CATSO Staff includes two and one-half full-time positions and 1.65 full-time equivalents (FTE) in other positions. See the UPWP Appendices for details.
2. CPG funds consist of FHWA PL and FTA Section 5303 planning funds.
3. A total of \$366,363 is programmed for CATSO & related staff salaries.

Appendices

Appendix A

Map of Metropolitan Planning Area (MPA) Boundary



Appendix B

List of Acronyms Used in this Document

ADA	Americans with Disabilities Act
APA	American Planning Association
APBP	Association of Pedestrian & Bicycle Professionals
CATSO	Columbia Area Transportation Study Organization
CPG	Consolidated Planning Grant
COMO Connect	The Columbia, Missouri transit system
DBE	Disadvantaged Business Enterprise
FHWA	Federal Highway Administration
FLUM	Future Land Use Map
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
HIA	Health Impact Assessment
L RTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MoDOT	Missouri Department of Transportation

MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MRP	Major Roadway Plan
NRI	Natural Resources Inventory
OneDOT	Federal Highway Administration/Federal Transit Administration
PPP	Public Participation Plan
PTAC	Public Transportation Advisory Commission
SAFETEA-LU Act:	Safe, Accountable, Flexible, Efficient Transportation Equity A Legacy for Users (2005)
STIP	Statewide Transportation Improvement Program
TAZ	Traffic Analysis Zone
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
USA	Urban Services Area

Appendix C

CATSO Staff

Full-Time Staff:

Mitch Skov, Senior Planner (1.0 FTE)

Rachel Bacon, Planner (1.0 FTE)

John Fleck, GIS Analyst (.5 FTE)

Part-Time Staff:

Timothy Teddy, Director (.3 FTE)

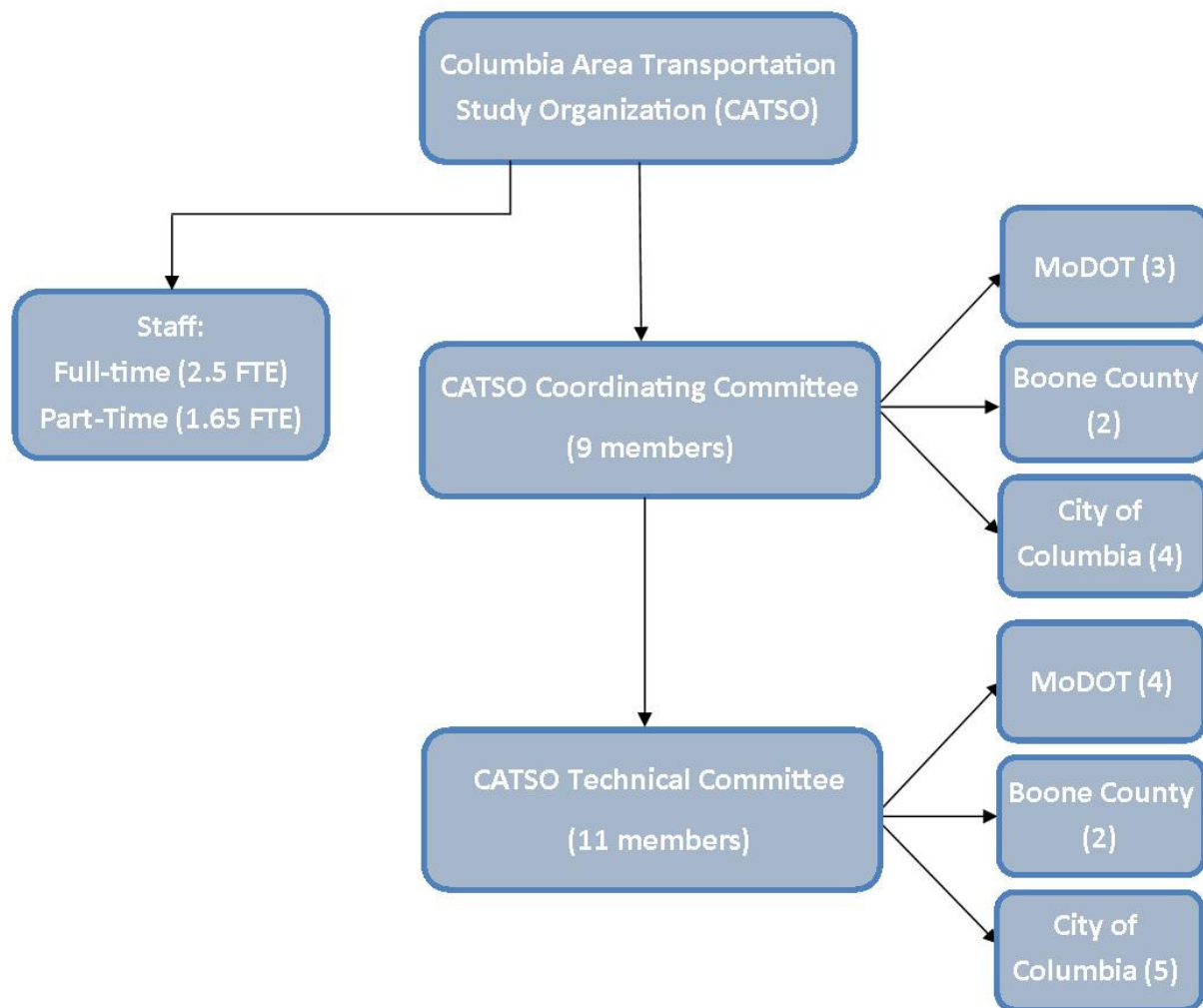
Betsy Enochs, Sr. Administrative Supervisor (.25 FTE)

Tyler Avis, GIS Technician (.2 FTE)

Other GIS support: .9 FTE

Appendix D

CATSO Organizational Chart Columbia Metropolitan Planning Area Columbia, MO



Appendix E

Adopted CATSO Public Participation Plan re: UPWP

5. Unified Planning Work Program (UPWP)

5.1 Definition of the UPWP. The Unified Planning Work Program (UPWP) is a description of the proposed work activities of CATSO. The program is prepared annually and serves as a basis for requesting federal planning funds from the U. S. Department of Transportation. It also serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document is prepared by CATSO staff with assistance from various agencies, including the Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Columbia Transit System, and members of the Technical Committee.

5.2 Procedure and Schedule for Preparation of the UPWP. The UPWP is developed by CATSO with input from local governments, area private transit providers, and the Missouri Department of Transportation (MoDOT). When comments are being solicited during the public review period, notice will be posted on the CATSO web site. All public comments received pertaining to the UPWP will be reviewed and considered. An effective means of incorporating public input into the UPWP is to review comments received the previous year that relate to similar new projects. When developing the work program, the UPWP project manager should take this public comment into consideration.

The UPWP is updated annually beginning in June, and released for public review and comment for a minimum of 30 days prior to formal adoption. Included is the posting of the draft UPWP on the CATSO website, as well as providing the draft UPWP to contacts at MoDOT, FHWA, FTA, and local transportation providers for their review. Final approval is made in August at the Technical and Coordinating Committee meetings. Amendments can be made throughout the year and are released for public comment when tasks are either added or deleted, or when significant changes are made to the document.

5.3 Changes to the UPWP.

1. UPWP Amendments: (Major changes). UPWP Amendments are major revisions

which require the official approval of the CATSO Coordinating Committee. The approval is followed by submission to the MoDOT for approval and subsequent approval by FHWA and FTA. An example of a major change is revising the UPWP budget to include additional CPG federal funding. Amendments require a public comment period of 15 days prior to consideration by the Coordinating Committee, with a public hearing according to the procedure in Section 5.2. Public notice will be given by a press release, and listed on the CATSO website.

2. UPWP Administrative Revisions (Minor changes). UPWP Administrative Revisions are minor changes which can be made directly by CATSO staff once it has been verified that the change applies to this category. Notification of administrative modifications will be provided to the Technical Committee, Coordinating Committee, MoDOT, FHWA and FTA. UPWP Administrative Modifications will require no public comment period.